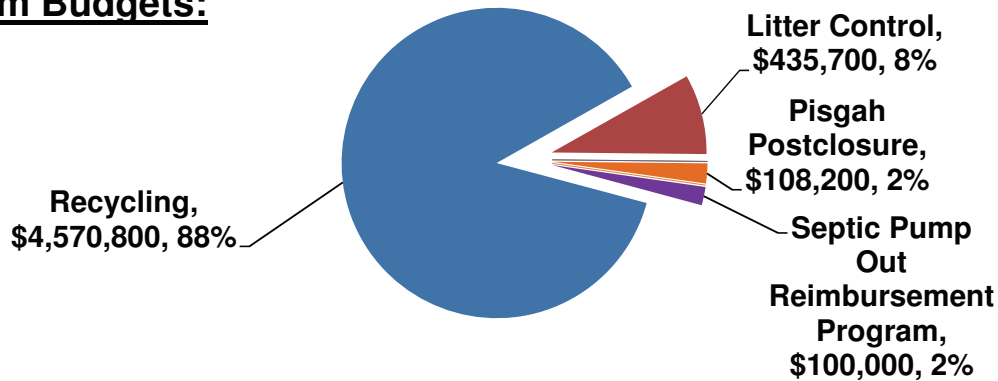


FISCAL YEAR 2017

Environmental Service Fund

Total Budget: \$5,214,700

Program Budgets:



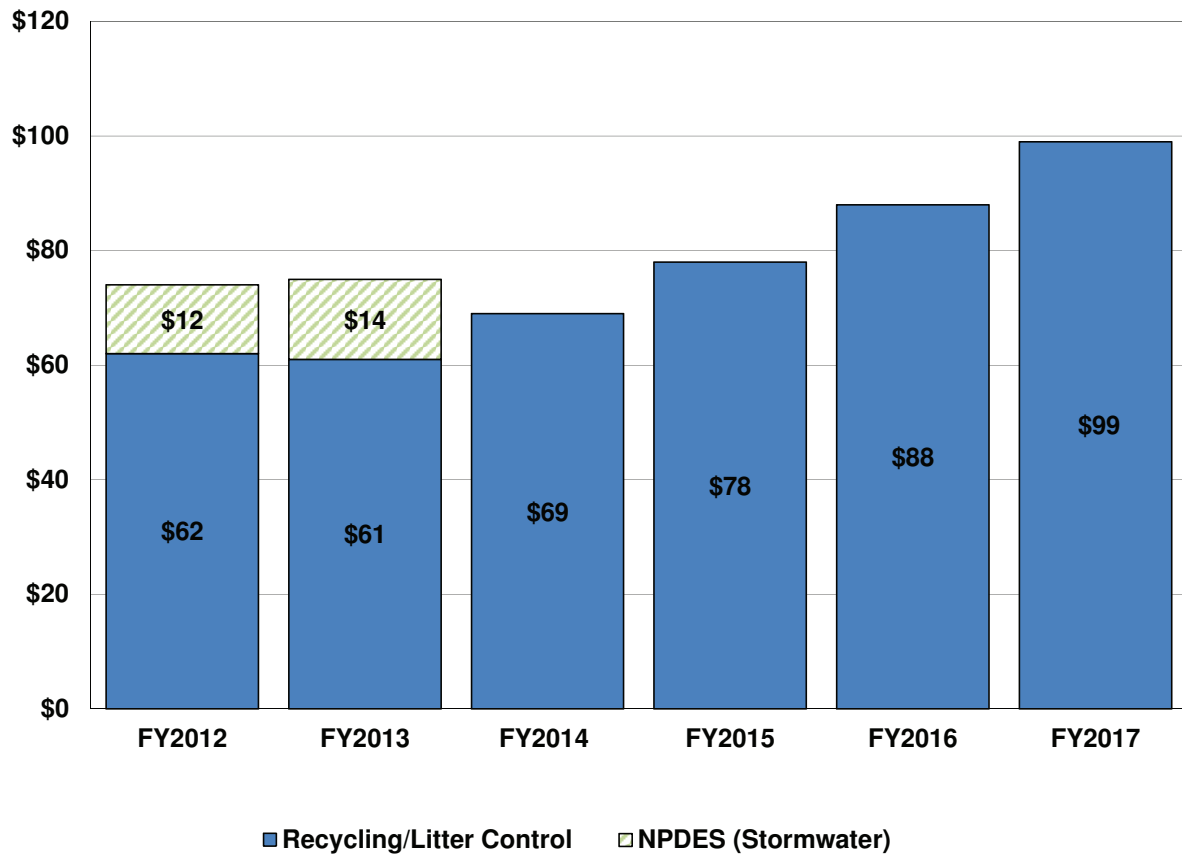
	FY2016 Adopted	FY2017 Proposed	Variance	% Change
Revenues	\$4,587,500	\$4,604,600	\$17,100	0.4%
Expenditures	4,587,500	4,909,400	321,900	7.0%
Baseline Surplus/Deficit	\$0	(\$304,800)	(\$304,800)	
New Requests		(305,300)	(305,300)	
Total Surplus / (Deficit)	\$0	(\$610,100)	(\$610,100)	

A \$1.00 adjustment equals \$54,200 in additional revenues:

Reasons for the FY17 Proposed Deficit:

		<u>Fee Impact</u>
Materials Recovery Facility	\$240,000	\$4.43
Increase in processing fee for single stream recycling.		
Contract Services	\$60,000	\$1.11
Increase in electronic recycling participation and cost.		
Debt Service		
Full year cost of FY2016 capital lease.	\$39,600	\$0.73
FY2017 capital lease for two pick up trucks, four roll-off open top containers, and 500 blue recycling carts.	\$17,200	\$0.32
Curbside Collection	\$23,000	\$0.42
Increase to cover the contractual CPI increase of 3%.		
Vehicle Fuel & Yard Waste Processing	(\$45,800)	(\$0.85)
Decrease due to fuel price.		
Fringe Benefits	(\$24,500)	(\$0.45)
Decrease in Pension due to actuarial plan assumption changes.		
Capital Outlay	(\$8,000)	(\$0.15)
Decrease due to one time FY2016 cost for the purchase of security cameras.		
Minor adjustment in other expenditures costs.	\$3,300	\$0.06
Total Baseline Deficit	\$304,800	\$5.62
New Request (see pg. 3)	\$305,300	\$5.63
Total Deficit	\$610,100	\$11

Environmental Service Fee (ESF) History



	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017 Proposed
Total Fee	\$75	\$69	\$78	\$88	\$99

Starting in FY 2014, the NPDES fee is part of the Stormwater Management Fund.

ESF Change:	
FY 16 Rate per improved property account	\$88
Increase needed to balance the FY 17 budget	\$11
FY 17 Proposed Rate	\$99

ENVIRONMENTAL SERVICE FUND

	<u>FY2015 Actual</u>	<u>FY2016 Adopted</u>	<u>FY2017 Proposed</u>	<u>Variance to FY16 Adopted</u>	<u>% Change to FY16 Adopted</u>
PROGRAM BUDGETS					

RECYCLING/LITTER CONTROL:

Revenue

Environmental Service Fee	\$3,814,473	\$4,288,800	\$4,329,600	\$40,800	1.0%
Sale from Recyclable Materials	104,831	140,000	120,000	(20,000)	-14.3%
Compost Tipping Fee	27,662	35,000	30,000	(5,000)	-14.3%
Tire Disposal	14,767	10,000	15,000	5,000	50.0%
Miscellaneous	10,198	13,700	10,000	(3,700)	-27.0%
Total Operating Revenues	\$3,971,931	\$4,487,500	\$4,504,600	\$17,100	0.4%
Equipment Reserve Fund Balance	188,543	0	0	0	N/A
Total Revenues	\$4,160,474	\$4,487,500	\$4,504,600	\$17,100	0.4%

Expenditures

Salary & Fringe	\$1,138,956	\$1,178,100	\$1,164,000	(\$14,100)	-1.2%
Operating	2,825,945	3,180,400	3,524,400	344,000	10.8%
Capital/Equipment Reserve	309,543	129,000	121,000	(8,000)	-6.2%
Total Baseline Request	\$4,274,444	\$4,487,500	\$4,809,400	\$321,900	7.2%
New Requests	0	0	305,300	305,300	NEW
Total Expenditures	\$4,274,444	\$4,487,500	\$5,114,700	\$627,200	14.0%

Surplus / (Deficit)	<u>(\$113,970)</u>	<u>\$0</u>	<u>(\$610,100)</u>		
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New Requests

Rate Increase

Recycling Supervisor.	\$1.13	\$61,500	
Part Time II.	0.25	13,300	
To purchase attachment forks for wheel loader.	0.02	1,300	Capital Lease valued at \$11,500
Curbside Collection of new homes within the existing service area (1,000 homes).	0.59	32,000	
To purchase 1,000 new blue recycling carts.	0.13	7,200	Capital Lease valued at \$66,700
Replace incandescent lights to LED flood lights.	0.61	33,000	
New Entrance lighting at the Landfill Recycling Center.	0.02	1,100	Capital lease valued at \$10,000
Additional litter removal crew, private sector contract.	2.77	150,000	
Indirect Cost Allocation increase for the DFAS - Accounting Office support staff.	0.11	5,900	
Total New Requests	\$5.52	\$305,300	

Various Environmental Programs

Revenue

Environmental Service Fee	\$0	\$100,000	\$100,000	\$0	0.0%
Total Operating Revenues	\$0	\$100,000	\$100,000	\$0	0.0%
Assigned Fund Balance	98,755	0	0	0	N/A
Total Revenues	\$98,755	\$100,000	\$100,000	\$0	0.0%

Expenditures

Operating	98,755	100,000	100,000	0	0.0%
Total Expenditures	\$98,755	\$100,000	\$100,000	\$0	0.0%
New Requests			0	\$0	N/A
Total Request	\$98,755	\$100,000	\$100,000	\$0	

Surplus / (Deficit)	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>		
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FY 2017 REPLACEMENT VEHICLE AND EQUIPMENT LISTING

Item Description	Justification / Replacement Information	Asset Value of Request	Direct Purchase	1/2 Year Lease
<u>Environmental Services Program Fund</u>				
<u>Public Works - Facilities</u>				
Recycling	35.05.03.0500.000			
Open top containers		26,000		2,800
<i>Four (4) open top containers to replace two containers. Existing containers are past their useful life and will soon pose a safety concern.</i>				
Recycling Carts		33,300		3,600
<i>For 500 carts that are required to fill in the gaps in the existing areas.</i>				
Litter Control	35.05.03.20.0500.000			
Heavy Duty Full Size 4x4 Crew Cab with Dump Body		50,000		5,400
<i>Replace S-07. Model year 2007 full-size sports utility vehicle (SUV) with 181,323 miles. Vehicle averages 22,000 miles per year and will have 200,000 miles in FY16.</i>				
Heavy Duty Full Size 4x4 Crew Cab with Dump Body		50,000		5,400
<i>Replace S-16. 2006 full-size sports utility vehicle (SUV) with 175,188 miles. Vehicle averages 19,500 miles per year and will have 200,000 miles in FY16.</i>				
Total Environmental Srv. Fund		159,300		17,200
Total Cost of Items to be Leased		159,300		

Environmental Services

Department: Public Works - Facilities 35.05
Division \ Program: Recycling & Litter Control Fund: Enterprise
Program Administrator: Dennis Fleming, Chief of Environmental Resources
www.charlescountymd.gov/pw/recycling/recycling www.charlescountymd.gov/pw/litter/litter-control

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	\$ Change from FY2016	% Chg.
Personal Services	\$882,232	\$889,500	\$899,900		\$10,400	1.2%
Fringe Benefits	256,724	288,600	264,100		(24,500)	-8.5%
Operating Costs	2,263,040	2,540,800	2,813,700		272,900	10.7%
Debt Service	562,905	639,600	696,400		56,800	8.9%
Operating Contingency	0	0	14,300		14,300	NEW
Capital Outlay	188,543	8,000	0		(8,000)	-100.0%
Equipment Reserve	121,000	121,000	121,000		0	0.0%
Total Baseline	\$4,274,444	\$4,487,500	\$4,809,400	\$0	\$321,900	7.2%
New Requests (see attached)			305,300		305,300	NEW
Total Expenditures	\$4,274,444	\$4,487,500	\$5,114,700	\$0	\$627,200	14.0%

Changes and Useful Information:

- **Personal Services** increase is due to the full year impact of a FY2016 approved position and the cost of mid-year COLA received in FY2016.
- The **Fringe Benefits** decrease is due to a change in the cost of Health & Dental OPEB.
- **Operating Costs** increase is due to the following:
 - MRF Cost are increasing by \$240,000 due to increase in processing fee for single stream recycling.
 - Based on increased electronic recycling participation and cost, Contract Services is increasing by \$60,000.
 - Curbside collection increase of \$23,000 is to cover the CPI increase.
 - Decrease in Vehicle Fuel of (\$35,800) based on activity.
 - Decrease in Yard Waste Processing based on activity. (\$10,000)
 - Minor adjustments in other accounts netting a (\$4,300) decrease.
- The increase in **Debt Service** is the full year impact of the FY2016 lease and funds the FY2017 lease for two replacement trucks, open top containers and 500 recycling carts.
- **Contingency** represents the equivalent cost of a potential employee merit for FY2017.
- The FY 2016 **Capital Outlay** budget was for the purchase of security cameras to allow for surveillance at the three recycling centers.
- The **Equipment Reserve** budget is to replace future equipment.

Description:

The Recycling Division provides comprehensive recycling services to the residents of Charles County and has achieved a 50% recycling rate and a 4% source reduction credit equaling a total waste diversion rate of 54%. By the end of FY16 over 45,000 households will be served by curbside collection of recyclable materials with the remaining residents being served by four permanent recycling centers located at Gilbert Run Park in Dentsville, Breeze Farm in Cobb Island, the Landfill in Waldorf, and Pisgah Park in Pisgah. There are also five unmanned used motor oil and antifreeze drop off locations.

The Division markets and transports most of the materials collected. The Recycling Division also administers: a composting facility, the Household Hazardous Waste Program, Litter Control, and the Potomac River Clean-up. The Household Hazardous Waste Program, held at the Department of Public Works - La Plata office, allows residents to properly dispose of poisons, gas, paint, and chemicals. The Litter Control Program assists in keeping County roads litter free and also helps in cleaning up illegal dump sites.

Environmental Services

Department: Public Works - Facilities 35.05
Division \ Program: Recycling & Litter Control Fund: Enterprise
Program Administrator: Dennis Fleming, Chief of Environmental Resources

Positions:	FY13	FY14	FY15	FY16	FY17
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Director of Public Works	0.1	0.1	0.1	0.1	0.1
Asst. Dir. of Public Works - Facilities	0.1	0.1	0.1	0.2	0.2
Inventory & Fleet Mgmt Op. Manager	0.0	0.0	0.0	0.1	0.1
Financial Support Manager	0.1	0.1	0.1	0.2	0.2
Recycling/Litter Control Superintendent	1.0	1.0	1.0	1.0	1.0
Recycling Manager	1.0	1.0	1.0	1.0	1.0
Recycling Supervisor	1.0	1.0	1.0	1.0	1.0
Inventory Control Specialist	0.0	0.0	0.0	0.1	0.1
Management Support Specialist	0.1	0.1	0.1	0.2	0.2
Equipment Operator IV	2.0	2.0	2.0	2.0	2.0
Litter Control Supervisor	3.0	3.0	3.0	3.0	3.0
Administrative Associate	0.1	0.1	0.1	0.1	0.1
Inventory Control Associate	0.0	0.0	0.0	0.1	0.1
Solid Waste Worker	2.5	3.5	3.5	4.5	4.5
Part Time Positions	13.5	12.5	12.5	12.5	12.5
Total Full Time Equivalent	24.4	24.4	24.4	25.8	25.8

Objectives & Measurements:	FY13	FY14	FY15	FY16	FY17
	Actual	Actual	Actual	Projected	Estimated

Curbside Collection

Objective: continue expansion of the curbside collection program into the growth areas.

Curbside collection tons	3,295	5,500	6,506	7,000	7,500
# of homes	35,612	38,372	41,372	45,372	47,000
% of homes in program	71.2%	76.7%	82.7%	86.5%	90.0%
tons per home	0.0925	0.1433	0.1572	0.1543	0.1596
# of complaints	462	1,670	1,216	1,300	1,350
# of bins distributed	2,247	0	0	0	0
# carts distributed	0	38,000	3,000	4,000	4,000

Recycling Centers

Number of Patrons:

Breeze Farm	22,686	20,981	20,885	21,500	21,500
Gilbert Run	21,882	18,014	16,578	16,000	16,500
Landfill	83,214	62,411	53,981	60,000	62,000
Pisgah	<u>57,064</u>	<u>54,462</u>	<u>43,939</u>	<u>50,000</u>	<u>55,000</u>
Total Patrons	184,846	155,868	135,383	147,500	155,000

Composting Facility

Objective: To recycle all yard waste in order to keep it out of Landfill's waste stream.

Yard Waste Tonnage	14,500	8,620	7,857	8,000	8,500
Number of Patrons	22,686	11,612	16,176	16,500	17,000
Household hazardous waste (tons)	43	35	33	30	30
Mulch given away (tons)	8,334	2,562	2,370	3,000	3,000
Compost utilized (tons)	850	700	0	0	0
Used Oil Collected (gallons)	50,000	50,500	35,000	40,000	40,000

Environmental Services

Department: Planning and Growth Management 35.07
Division \ Program: Various Environmental Programs Fund: Enterprise
Program Administrator: Peter Aluotto, Director of Planning & Growth Management

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	\$ Change from FY2016	% Chg.
Operating Costs	98,755	100,000	100,000	100,000	0	0.0%
Total Expenditures	\$98,755	\$100,000	\$100,000	\$100,000	\$0	0.0%

Changes and Useful Information:

- **Operating Cost** represents a septic pump out reimbursement program that was approved for the purpose of encouraging Charles County residents to pump out their septic systems every three to five years to assist the County in obtaining credit for its WIP strategy.

<u>Positions:</u>	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Resource Manager	0.5	0.0	0.0	0.0	0.0
Planner III	0.8	0.0	0.0	0.0	0.0
Engineer I - IV	1.0	0.0	0.0	0.0	0.0
Office Associate I	0.3	0.0	0.0	0.0	0.0
Total Full Time Equivalent	2.5	0.0	0.0	0.0	0.0

FY 2017 New Position Requests - Enterprise Funds

POSITION	HIRE	FTE	GRADE	SALARY	FRINGE	OPERATING	TOTAL
Environmental Service Fee (ESF) Fund							
Public Works - Facilities							
<u>Recycling & Litter Control</u>							
Recycling Supervisor	Sept	1.0	11	\$40,900	\$17,600	\$3,000	\$61,500
<p>Several customer service and contract specifications requirements have created the necessity to add an additional recycling supervisor position. Since the program began the responsibilities of the position have changed. The duties and responsibilities can no longer be completed by one position. Factors include homes serviced in the program have doubled, contract changes that require additional duties by County staff, and a larger service area that make it impossible to both maintain records, evaluations, and reports, while also observing the contractor on route.</p> <p>In 1997 the collection service area included 22,500 homes located within the development district. Today the program provides service to nearly 44,000 homes. Of this increase in homes, only 4,400 homes were added in the first seven years of the program. Within the last three years, an additional 10,000 homes were added to the program. The program has also expanded geographically and now provides service to residents in Cobb Island, Benedict, Hughesville, and Malcolm.</p> <p>Several services historically provided by the contractor now must be conducted by County staff. Cart deliveries, removals, and repairs are now conducted by County employees. In FY15 over 1,400 cart service requests were processed by County employees. This change was the result of contract revisions designed to include SLBE participation in the bidding process. Supervision of the contract increased from one contractor with 20 routes per week to two contractors with 40 routes per week. This increase is also the result of SLBE inclusion in the bidding process. In FY15, the program increased from 4 days to 5 days per week of collection. Prior to the FY15 contract changes, the supervisor utilized the fifth day without collection to maintain records, perform office work, and complete reports.</p>							
Part Time II		0.6		\$11,600	\$1,200	\$500	\$13,300
Increased Part Time hours to assist in coverage of Piney Church Yard Waste Facility and Citizen Disposal Area at the Landfill.							
Total - ESF Fund		1.6		\$52,500	\$18,800	\$3,500	\$74,800

FY 2017 New Operating/Capital Request Request Greater than Baseline

Item Description	Justification	Value of Request	Additional Operating	Direct Purchase	1/2 Year Lease
Environmental Services Fund					
<u>Public Works - Facilities</u>					
<u>Recycling</u>	35.05.03.0503.000				
Attachment Forks for Wheel Loader		11,500		0	1,300
<i>Enhance safety and allow for material handling and additional versatility of wheel loader with attachment.</i>					
Recycling Carts		98,700	32,000	0	7,200
<i>1,000 new recycling carts for expansion of curbside recycling program and for the expansion of the program.</i>					
Contracted Litter Removal Services		150,000	150,000	0	
<i>Utilize private sector via contract for an additional litter removal crew to increase roadway cleanings and improve the appearance of Charles County for economic and societal benefits.</i>					
Replace incandescent lights to LED lights		33,000		33,000	
<i>Replace incandescent lights to LED lights at Recycling Centers.</i>					
New Entrance Lighting at Landfill Recycling Center		10,000		0	1,100
<i>New solar panel lighting for entrance lighting at landfill recycling center.</i>					
Accounting Officer		5,900	5,900	0	
<i>Increase in Indirect Cost Allocation to cover the Accounting Officer position. Due to the growing complexity of work that arises day-to-day, requesting an Assistant Chief of Accounting position that will share responsibility in decisions that relate to the various areas found within the Accounting Division. This will enhance decision making authority and operational efficiency with the additional position in the chain of command.</i>					
Total Recycling Fund		309,100	187,900	33,000	9,600